# Music Therapy

### Instructions for Applicants in the State of Georgia to Obtain a Criminal Background Check

Georgia law requires a fingerprint background check on all applicants. The Georgia Bureau of Investigation utilizes Gemalto Systems/Georgia Applicant Processing Services (GAPS) to provide a service for electronic submission of fingerprints for Georgia applicants. GAPS fingerprinting sites are strategically located throughout the State of Georgia.

Criminal history results will typically be available to the Professional Licensing Boards Division within seventy-two hours after the applicant has had their fingerprints scanned.

The GAPS fingerprint background check process is simple and easy to use. Please use the following instructions to register for your criminal background check. If additional assistance is required you may contact Gemalto/GAPS at 1-888-439-2512.

## GAPS REGISTRATION PROCESS

1. Visit the GAPS website at https://pci.aps.gemalto.com/gaperlpub/landing_page_1.pl

   a. Select "Secretary of State"

   b. Select "Music Therapy"

2. Complete the Applicant Registration Form. A valid personal email address must be included. A third party/agency email address is not permitted.

3. Complete and submit your registration information using the onscreen instructions.

4. After your application for licensure has been received and processed by the agency, you will receive an email from GAPS directing you to proceed to the fingerprinting site. You must proceed to a GAPS fingerprint site to have your fingerprints scanned within 90 days. If you fail to submit prints within 90 days, your registration will be canceled, a refund will be made to the method of payment you provided and you will need to register again.

## Identification Needed for Fingerprinting

• Valid Photo ID

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| - State Issued Driver's License | - US Passport |
| - State Issued Identification Card | - Government Issued Employee Identification Card |
| - US Active Duty/Retiree/Reservist Military ID Card | - Tribal Identification Card |

In the absence of one of the above forms of identification, please visit the FAQ page on the GAPS website (https://wwwqa.aps.gemalto.com/ga/index.htm) for information on acceptable secondary forms of identification

## Print Locations & Hours

For a complete list of GAPS fingerprinting sites in Georgia, please use the following link (https://www.aps.gemalto.com/ga/GA_regions_html/GA_Regions_Main.htm).